

McRae Archival Collection Access and Fee Policy
South Carolina Confederate Relic Room & Military Museum
Effective April 1, 2010

Access Policy

Archivist will make the collection available for researchers according to the museum's collections archival access policy. These conditions are to protect and insure the continued availability of the archival materials.

1. The archivist may limit the use and handling of extremely fragile or unusually valuable materials.
2. The documents must be viewed within the area designated by the archivist. Pencils and laptops may be used. Ink pens, markers, or non-erasable writing devices are not permitted near archival collections.
3. The archivist may refuse access to an individual researcher who has demonstrated carelessness or deliberate destructiveness that endangers the collection's safety.
4. An official Terms and Conditions form must be signed prior to research in the collection.
5. Photocopies may be purchased according to the fee schedule and are to be used for private study and research purposes only. Digital copies of the McRae Collection are only allowed for pre-approved publication requests.
6. The researcher and his/her publisher have sole responsibility for securing permission to publish from unpublished materials in the museum's collections.

Fee Schedule for the McRae Collection

There is no research fee for in-person research. However, a one time fee of \$10 for members and \$20 for non-members will be charged for all research requests completed by email, phone call, or mail. Researchers are responsible for determining what documents they are interested in viewing through the available finding aids and inventories, which will be provided by the archivist. *Reproduction/use fees will not be waived for the McRae Collection.* All fees will be used for the preservation and future display of the collection.

Copies: There will be a 50¢ charge per page copied.

Digital Copies or Photographs: Digital copies (scans) of the collection are only provided for pre-approved publication projects.

One-Time Publication Fees:

Non-Profit Organizations- \$5.00 per document scanning fee

Non-Profit Researchers- \$35.00 per document, includes scanning fee

Publishing Companies and Commercial Venues- \$100 per document, includes scanning fee

Re-use of an image in a new edition or additional publications- \$50

Required Credit Line: *Courtesy South Carolina Confederate Relic Room & Military Museum, Columbia, SC.*